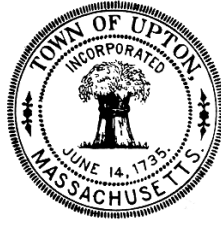


Board of Selectmen

Town of Upton



Massachusetts

BOARD OF SELECTMEN

Kenneth E. Picard, Chairman

James A. Brochu

Robert J. Fleming

TOWN MANAGER

Blythe C. Robinson

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Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: September 14, 2012
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 71,754.95
- Expense Warrant: \$ 56,567.65

For Your Information/Follow Up:

- The Board of Health was contacted this week by the State Department of Public Health to tell us that the threat of Triple EEE virus has been increased from moderate to high. Based upon this the following statement was sent out by Code Red and we will also use the variable message signs to announce the following: "The Triple E (Eastern Equine Encephalitis) threat in Upton has been raised to "High". Per recommendation of state and local health officials, residents should refrain from all outdoor activities from the hours of dusk to dawn until further notice. When outside, apply insect repellent with DEET and cover exposed skin when possible. Again, Triple E threat has been raised to high. Take precautions to keep your family safe. You may contact the BOH for more information."

The Town is not currently a member of the Middlesex County Mosquito Control Project. As such no testing or spraying takes place in Town. We are planning to invite them to a meeting to discuss with us their services to our town for next fiscal year and whether we think it is a service we should take advantage of.

- I have been in touch with both Verizon and AT&T to find out when they plan to go "on air" with the new cell tower on Warren Street. Verizon plans to be on air next week (September 18th), while AT&T will be a bit longer, estimating an on air date of October 24th. In talking to both officials I better understand that there is quite a lot of technical work and coordination that is required to go on air, as well as equipment that makes that happen. I will pass on to you any updates to this timeline that we receive.
- Murray Paving has begun its work on the roads planned for repaving with Chapter 90 funds this fall. They are currently working on Station Street drainage with paving to follow. The other streets planned for this fall are: Pond Street, a portion of East Street,

the end of West River Street in conjunction with the resurfacing of a segment of that road related to the water main, and a portion of Hartford Avenue South and Plain Street.

- The chip sealing of Chestnut Street and Grafton Road took place last weekend. On the docket for Public Works next week is the restriping of all road lanes.
- Our double AA bond rating was affirmed by Standard & Poors this week as a result of our meeting with them last week. I am pleased to let you know that the rating Committee also voted to revise the FMA from standard to good based on stronger (and formalized) financial policies that the Town has adopted.
- The architect, contractor and DPW staff met at Leland Field this week and has decided to close out the project. The field is in good shape, and has in fact been maintained by the Town since mid-summer. There are two areas where additional drainage work will be done, which the DPW will perform in house with support from the Recreation Commission.
- Related to the cell tower is the project to move the Town's repeater for radio service from the tower on the Gable Street Tower to the new site on Warren Street. You might recall that we included \$3,000 in a warrant article to pay for the cable needed for this project. The project was successfully completed on Wednesday.
- We have been approached by the Town of Hopedale asking us if we would be interested in working with them as they seek to end their agreement with Mendon for regional dispatch. They have asked if we would be willing to provide "ring down" service to them, which is not full dispatch. This would involve their E-911 calls being routed to our dispatch center at the Police Station, and once we verify that it is a Hopedale call it would be transferred back to them for their dispatchers to handle. There may be state grant incentives involved for us to take this on, and we've told Hopedale that we are willing to enter discussions with them about this. As you may have heard through the news they have been given a list of requirements and costs to have their E-911 system reinstalled, and thus they are looking at all of their options.
- The Grafton and Upton Railroad intend to start a project in the next two weeks or so to repair or replace all nine road crossings in the Town of Upton. We have been receiving complaints about the status of the crossings from drivers, and this should be alleviated by this work. We'll let you know when construction will begin.
- The Recreation Commission met this week and has short listed firms who will be invited to participate in an interview process for the possible design of the South Street Park project. Our intent is to review all of them and select a firm who would be ready to begin work if funding for the project is approved in November.
- The Town Hall Renovation Project design phase kicked into higher gear this week with a meeting between the architect, OPM, Building Official and Fire Chief to go over code matters and ensure that both officials are in agreement with the improvements we plan to make to the building. The architect will now turn their attention to the design development phase of the project.
- The State has announced a new round of community challenge grants for which there is \$4 million to be awarded. I will be attending a training session about those next week in Worcester to see if there are any opportunities for Upton in this area.

September 18th – Agenda Background Information

Invited Guests:

- 6:05 PM Dr. Taylor will be present at the meeting to discuss with you his position on the Supreme Court ruling on Citizen's United, and I expect that he will ask the Board to take a position on this issue. As you know he has submitted a sufficient number of signatures to have a warrant article on this topic on the Special Town Meeting warrant for November.
- 6:10 PM Barbara Burke has asked to make a short presentation to you on the upcoming Heritage Day that will be celebrated on September 29th.
- 6:15 PM Two of the trustees of the South Street Realty Trust will be at the meeting to discuss with you the status of the current permit they have to remove gravel from this property. Also in attendance will be a representative of the company they have retained to manage the pit on a day to day basis. As you recall from the last meeting we have received complaints over the past few months about adherence to the requirements of the permit, and the actual amount of material being trucked out of the site.
- 6:30 PM Moderator David Loeper and Town Clerk Kelly McElreath will be at the meeting to participate in the election of members to the Town Hall Renovation Building Committee. As you know the Town's General By-Laws require a selection of members by the Selectmen, Moderator, and department head for the project which has been determined to be the Selectmen in this case.

Discussion Items:

1. Motion to Appoint Election Workers

Enclosed with your packet is an email from the Town Clerk and a list of residents to be appointed as election workers. This list is gathered by requesting names from the town committees as well as including unenrolled voters. The list must then be voted on by the Board of Selectmen. I recommend that you approve the list.

2. Motion to form Town Hall Building Committee

There are two items of business related to the Town Hall project. First, as mentioned earlier the Moderator will be present to participate in the election of members to the building committee. Secondly, we have included in your packet a revised copy of the charge to the committee based upon the feedback you provided at the last meeting. It is ready for you to consider adopting.

3. Execute Purchase & Sale Agreement – South Street

Included in your packet is the proposed purchase and sale agreement that has been approved by both the Town Attorney and the attorney for the South Street realty trust. The agreement gives the Town the opportunity to purchase it by June 30, 2013 as long as

a number of contingencies are met. These include but are not limited to obtaining Special Town Meeting approval, the State PARC grant and others that I can go over with you in more detail at the meeting. The Poirier's will be present at the meeting due to the discussion on the gravel pit in case you have any questions for them about this matter.

4. Review Liquor License Policy

Enclosed with your packet is a revised draft of the policy on licenses for one day liquor events. After the discussion at the last meeting we have made three changes: we have recommended that applications for licenses be made at least 60 days before the event so they can be processed, that all events obtain liquor liability insurance and the number of persons at the event determines the amount of insurance, and we have included information about the State's new requirement that certain events must have an events manager on site as approved by the State Fire Marshal.

5. Review Application for St. Gabriel's Church One Day Liquor License

Included in your packet is an application from St. Gabriel's church to hold a church fair/fundraiser on September 30th. This would be our first application under the new policy if you approve item 5.4.

6. Motion to Award Contract for Glen Avenue Well Field Renovations

On Thursday we opened bids from three contractors for work to complete the renovation of this well field and pump station. A copy of the bid results is included with your packet. Unfortunately the low bid exceeds our project budget by about \$6,000. This seems mostly due to much higher unit prices for some of the equipment that will be installed. The engineers and DPW Director will be reviewing the bids and sitting down with the low bidder to discuss this and ways we can bring it back in line to move forward. We hope that this will be accomplished by Tuesday, but if not we will ask you to pass over it and consider it again on October 2nd. This will enable the project to get underway as of October 15th, the end of the turtle breeding season. As you may recall this is the 2nd time we bid this project as it came in over budget in the spring. With modifications to the scope and an increase to the budget it is now back on track.

7. Execute Bonds for 3rd Well Field

The sale of the bonds to finance the 3rd well field will be the subject of a sale on Monday, September 17th. On Tuesday we will have those available for you to execute to complete the project.